Admissions Policy for day places
from September 2018 onwards

St George’s School, Harpenden Academy Trust (St George’s School), founded in 1907, was one of the first co-educational day and boarding schools in the country. The aims of the School’s Admissions Policy and Criteria reflect the Governors’ intention to respect its original foundation and the wishes of its founder, the Reverend Cecil Grant, an Anglican Priest. When St George’s School became a Voluntary Aided School in 1967, an essential part of the agreement with Hertfordshire County Council and the then Department of Education was to maintain the aims, the ethos of the School and its Christian character. St George’s School changed its status to an Academy Trust in July 2012.

St George’s School is a multi-denominational Christian foundation. It is not a church school and it is not supported financially by any Christian body, such as the Anglican or Catholic Dioceses or the Free Churches. By tradition, the School’s Chaplain is an ordained Anglican. All staff appointed to the school are required to support the Christian Foundation and many with their families are active members of both the School Chapel and local churches. Pupils and children of staff of the school can be baptized and confirmed in the school Chapel. Members of staff and former pupils who have maintained an active contact with the Chapel can also be married under Special License from the Archbishop. The Chapel is available for Christian groups and Churches and former members of the school use its facilities for special services.

St George’s School is the only multi-denominational maintained school with a Christian foundation in the Harpenden area. The school’s priority areas are the civil parish of Ayot St Lawrence, Flamstead, Harpenden, Harpenden Rural, Kimpton, Kings Walden, Markyate, Redbourn, St Paul’s Walden and Wheathampstead. The school welcomes children from a wide church membership and has strong links with local churches (for example, the Church of England, Roman Catholic, Methodist, United Reform, Baptist, Salvation Army, Free and Evangelical congregations) in the civil parishes listed. The Governors are responsible for the RE syllabus, which for all years is largely based on the study of Christianity. All pupils are entered for at the GCSE in Religious Studies at the end of KS4.

Section 324 of the Education Act 1996 requires the governing bodies of all maintained schools to admit a child with a statement of special educational needs that names their school. Schools must also admit children with an EHC (Education, Health and Care) Plan that names the school. Furthermore, children looked after or previously looked after have the highest priority in the admissions criteria and need not complete a supplementary information form.

St George’s School has some day pupils from other faiths and non-Christian families and a number of boarders who come from a variety of ethnic and cultural backgrounds.

St George’s School does not have ‘feeder primary schools’. Traditionally the school takes the majority of its day students from the surrounding area and this includes maintained and independent schools, denominational and multi-denominational schools.

There is a separate admission document for entry to the sixth form.
The aims of the school’s Admission Criteria reflect the Governors’ intention to respect its traditions and the aims of the Reverend Cecil Grant, the school’s Founder. Briefly, these can be summarised as follows:

- To provide a rich educational experience to allow each pupil to make progress and work to realise his/her full potential.
- To protect and develop the Christian character of St George’s School.
- To provide boarding to support and enrich the experiences of pupils who live at St George’s School.
- To remain, as Cecil Grant intended, a family school where brothers and sisters and children of staff can be educated together.
- To admit children, regardless of aptitude or ability, whose parents declare their intention to support and uphold the traditions and ethos of St George’s School. These traditions include loyalty to the House system and the school’s strong belief in competition. Competition in the school’s curricular and extra-curricular life is deeply embedded in its sport, drama and music and involves children of all abilities and aptitudes. The tradition of regular and Sunday Chapel worship is central to the life and work of St George’s School.

The ethos of the school is described in the following statement:

The school was established by the Reverend Cecil Grant as a Christian Foundation accepting children of different Christian denominations. Recognising its historic foundation, the school will preserve and develop its Christian character centered on the School Chapel, in accordance with Christian principles and in partnership with the School Chaplain. The school aims to serve its community by providing education of the highest quality within the context of Christian belief and practice. It encourages an understanding of the meaning and significance of faith and promotes Christian values through its worship, teaching and the experience it offers to all its pupils.

- To allow children, regardless of their ability, access to specific curricular and extra-curricular opportunities or facilities that are particular strengths of the school. These include, for example, the choice of modern languages; different specialisms within Technology; the compulsory study of RE to GCSE level; involvement with choral and church music; the chance to contribute to, and participate in, regular Christian worship in the Chapel; the availability of particular sports and games (such as lacrosse and rugby) which are played on a competitive basis with regular fixture lists; Inter-House drama and music competitions; art exhibitions and particular extra-curricular activities, such as the School Sailing Club. Children who may not be able to participate in games can benefit from many other activities offered at the school, such as sailing, drama, music etc.

Parents and Guardians of children who gain admission will be expected to co-operate with the school in maintaining high standards of behaviour and achievement. A full copy of the school’s Discipline Policy and attendance Policy is available to all parents. Parents and Guardians are strongly advised to read the School Prospectus in detail to appreciate the special kind of education offered at St George’s School. Firm guidance on behaviour and manners (both within and after school hours) and on uniform is also provided and should be reinforced by the home – the Home
School Agreement includes these. St George’s School is a Christian Foundation where pupils in Years 7 to 11 attend at least three designated Sunday sessions per term.

Admission to St. George’s School is not dependent on any voluntary contribution.

The admission of pupils is the responsibility of the Governors. All communication regarding Admissions should be clearly addressed to The Admissions Officer, St George’s School, Sun Lane, Harpenden, Herts, AL5 4TD.

Pupils will be admitted to St George’s School in Year 7 at the age of 11 irrespective of physical or academic ability. Only in exceptional circumstances will a child younger than 11 years of age or older than 12 years of age on 1 September of the year in which he/she is due to transfer to secondary school be considered for admission as a day pupil. The advice of the Headteacher of the current school that the child attends and another relevant professional, such as an Educational Psychologist, will be considered.

Boarders will be required to complete a suitability for boarding interview satisfactorily. A full report from the pupil’s current school will be requested. In addition, parents must also be able to meet the financial requirements of boarding as long as the child is a registered pupil at the school. In exceptional circumstances, pupils younger than 11 years of age at the time of transfer to a secondary school may be considered, such as in the case of a family returning from overseas whose child is close in educational terms to secondary transfer. There is no transfer of boarding pupils or boarding places to day places.

The Governors wish to make it clear that in the application of their Admissions Criteria in Day, Boarding, and 6th form Admissions, they will act in compliance with the requirements of the Equalities Act, 2010.

The school accepts In Year applications direct (providing relevant information) and maintains continuing interest lists for all year groups for the In Year application process.

Fair Access

The school participates in the county council’s Fair Access protocol and may admit children under this protocol before children on continuing interest.
Application for Year 7 Day Places 2018

St George's School is an Academy School. If you wish to apply for a place you must fill in the St George's School Supplementary Information Form (SIF) in addition to the Secondary Transfer Form (STF) or online application to Hertfordshire CSF (Hertfordshire children) or the form provided by the LA in which you live (children living outside Hertfordshire). St George’s School provides its own forms direct to parents. Applications cannot be given priority without the St George's School SIF, a copy of which is in the School Prospectus, or obtainable from the Admissions Office by writing to The Admissions Officer (marking the envelope Admissions) or by telephone (01582 765477).

- Please send the STF to Hertfordshire County Council by 31st October 2017. You may send the STF to “Admissions and Transport”, based at County Hall in Children’s Services or apply online to Hertfordshire CSF by the deadline of 31st October. For those living outside Hertfordshire, the form provided by their own LA should be returned to the LA in which they live. The St George's Supplementary Information Form should be forwarded to The Admissions Officer, St George’s School by 20th October 2017.

The number of day places for Year 7 in September 2018 will be 170.

Arrangements for visiting the School

Please refer to the Hertfordshire County Council Booklet ‘Moving On’ for details of secondary transfer visits. For visits at other times of the year, please telephone the Admissions Officer.

Right Of Appeal

All unsuccessful applicants have the right to appeal to an independent panel for a place to be made available for their child. Hertfordshire parents wishing to appeal, who applied online, should log onto their online school application and click on the link “register an appeal”. If the application was not made using Hertfordshire’s online application system parents should contact the Customer Service Centre (0300 123 4043) to request an appeal pack.

For In Year applications parents should follow instructions on the appeals website at:

http://www.hertfordshire.gov.uk/services/edlearn/admissions/links/appeals/

Applications for 2017

For admission to the current Year 7, St George’s received 334 Supplementary Information Forms for the 638 LEA STF applications. A large number of applications were received from children with brothers and sisters at the School of which 71 were offered places and 4 from those with siblings previously at the school. Traditionally, as a School with many local families, over half our intake each year is made up of pupils who already have a sibling at the School, but the exact figure changes from year to year.

The remaining places were allocated using the other criteria laid down in the Admissions Policy.

A total of 12 places became available as people withdrew, and these places were offered under continuing interest using the school’s published criteria. A further 2 applicants were given a place following formal Appeals.
Late Application for Day Places and Waiting Lists

1. Late applications are considered according to the published Admissions Criteria. Once the initial decisions regarding offering 170 day places are made, a waiting list of the names and applicants who have not been allocated a place at the school is kept, regardless of whether they wish to appeal. This list ranks in descending order the names of applicants according to the published criteria. The placing of a child's name on a waiting list does not remove the right of appeal. Late applications before the new school year begins can continually change the order of the list. Recent experience shows that only a very few disappointed applicants achieve a place through withdrawals.

2. When parents who have been offered a place at the school decide not to accept it, that place is offered to the parents at the top of the waiting list. The waiting list is in operation from the day the original places are allocated.

3. Early application (eg before the general LA deadline in October) is not used as a criterion for giving priority in allocating day places. This applies also to applications for entry to day places in all other years, including the Sixth Form.

4. Once a new school year starts, a composite waiting list for each year group is used to allocate all places which become available during the school year. Fresh applicants are considered according to the published criteria. The length of time a child's name may have been on a waiting list is not a criterion for admission: a late applicant is given whatever order of priority on the list is justified by the application of the Admissions Criteria.

5. The school works closely with Hertfordshire LA and their Coordinated System of Admissions for Secondary Transfer and for In Year Admissions. It will not be possible to join the waiting list of St.George’s School if you did not initially rank the school on the secondary transfer application form unless you make a new application to Hertfordshire LA or your home authority if you do not live in Hertfordshire.

6. A student who has been assessed by an LEA Panel as children placed under the “Fair Access Protocol” may be admitted ahead of other students on the list on application from the LEA, but only with the agreement of the Governors and where the school is applying the agreed procedures of the children placed under the “Fair Access Protocol”.

7. If a school place becomes available, parents (of pupils in Years 7 - 11) will be contacted in strict order of priority, according to the waiting list and the application of the Admissions Criteria. Any such place must be accepted as soon as possible to allow the school’s day places to be filled.

All correspondence regarding Secondary School Transfer and admissions for each year group (7 - 11) should be addressed directly to the Admissions Officer and clearly marked Admissions.